

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admission Office

[JK School Name]
[School Address]
[City, State, Zip Code]

Dear Admission Committee,

Subject: JK School Admission Checklist

I hope this letter finds you well. Please find below the checklist of documents and requirements for my child's admission to JK School for the upcoming academic year:

1. Completed Admission Application Form
2. Child's Birth Certificate (copy)
3. Recent Passport-Sized Photographs (2)
4. Proof of Residence (utility bill or lease agreement)
5. School Records from Previous Institution (if applicable)
6. Immunization Records
7. Parent/Guardian Identification (copy)
8. Admission Fee Payment Receipt

Thank you for your assistance with the admission process. Please let me know if any additional information is required.

Sincerely,
[Your Name]